

Professional and Managerial Branch
Fiscal and Tax Administration Group
Water Utilities Series

E.P.W.U. CHIEF FINANCE OFFICER

08/97 (SAC)

Summary

Under administrative direction, manage and coordinate Water utility accounting, budgeting, purchasing, customer services, information services and related functions through subordinate section heads.

Typical Duties

Plan develop, organize and integrate accounting, customer service, information systems, asset and investment management, purchasing, and water conservation functions. Involves: guiding subordinate divisions and sections in defining operational objectives and desirable service levels; overseeing preparation of required financial reports to ensure that accounting procedures comply with statutory requirements and generally accepted accounting principles; auditing reports submitted by section accountants and independent auditors; developing procedures to identify, measure, analyze, interpret and communicate financial information to plan, evaluate and control the company's resources; assisting the General Manager in establishing Utility wide fiscal policies and methods to improve fiscal controls and in developing long range goals and objectives; overseeing formulation and preparation of annual operating and capital budgets including preparation of five year financial plan; monitoring cash flow to insure internal control and maximize the return on cash assets; overseeing acquisition and application of information systems hardware and software; developing financial information related to bond issues and submitting to financial advisor and bond counsel; assuring that invested funds provide the highest investment return with the maximum security while meeting daily cash flow demands, in conformance with state and local statutes governing the investment of public funds and Public Service Board enactment policy; supervising the preparation of quarterly and Annual Investment Reports in compliance with the Public Funds Investment Act; directing preparation of cost of service studies and rate analyses; directing the development of the division strategic plans for subordinate sections consistent with the established Utility strategic plans, and ensuring their proper execution; overseeing acquisition and disposal of fixed assets; directing or personally responding to customer complaints; reviewing unusual billings and adjustments, service removals and termination of service orders.

Implement, coordinate and assess administration of subordinate organizations. Involves: monitoring work progress and performance to identify problem areas and opportunities for improvement; monitoring the cost of section operations against approved budgets and recommending required corrective action; conferring with section managers to define the need for corrective action when appropriate; informing the General Manager in a timely manner of such problems and recommending solutions; analyzing personnel, equipment, supplies and maintenance costs, and justifying deviations from forecasts in accordance with established financial policies, accepted accounting standards and procedures for controlling utility's receipt, allocations and expenditure of budgets funds; directing and controlling internal audit activities; reviewing and evaluating the total division unit performance on a continuing basis and establishing proper measures of performance.

Supervise supervisory and nonsupervisory engineering, technical, administrative and clerical personnel. Involves: scheduling work to expedite flow and balance loads; assigning duties, and issuing written and oral instructions; checking work for service effectiveness, quality and quantity acceptability, and policy and procedural conformance; guiding subordinates to overcome difficulties encountered, correct errors and rectify complaints; appraising performance of direct reports and reviewing employee rating by subordinate supervisors; coaching to motivate competency improvement and career advancement; arranging for or conducting internal orientation, job training, employee development activities; enforcing personnel rules and regulations, and conduct, courtesy, attendance, appearance and safety standards; maintaining harmony among employees, and resolving third step grievances; interviewing and hiring applicants; commending, adjusting pay of, transferring, disciplining and terminating employees; changing staffing levels and job designs.

Perform miscellaneous related general managerial and professional functions as required. Involves: substituting for department head regarding designated issues, if assigned, and substituting for subordinates during temporary absences to maintain continuity of services; coordinating annual budget preparation, long range planning and capital improvements with operations and technical personnel in other divisions to assess the financial impact of such developments; participating in conferences and appearing before legislative and regulatory bodies to testify and report

on Utility fiscal issues.

Minimum Qualifications

Training and Experience: Graduation from an accredited college or university with a degree in Finance, Accounting or closely related field and eight (8) years of progressively responsible professional experience in accounting, auditing and financial management, including five(5) years in a senior managerial capacity, three (3) years in government finance and three (3) years in the investment of public funds; or an equivalent combination of training and experience.

Knowledge, Abilities and Skills: Comprehensive knowledge of: financial and business management theories and principles; modern municipal accounting and professional administrative practices, including purposes and interactions of public finance, fiscal planning, budgetary, payroll, general ledger, and accounts payable and receivable functions. Considerable knowledge of: internal control methods and management information systems, including office automation and computerized financial applications; generally accepted accounting principles, governmental accounting, auditing and financial reporting procedures and standards; statutory requirements of accounting procedures and controls; administrative and business management principles, practices and procedures; auditing principles, practices and procedures; computer terminology and computer applications.

Ability to: plan, direct, supervise and coordinate the work of a large staff engaged in diverse programs and projects to ensure or improve effectiveness and efficiency of a multi-section fiscal division; interpret statutes, standards, grants and contract; conduct and apply audit procedures; establish and to assure continuity of work flow; identify and investigate fraudulent activities in program operations; examine accounting operations and enforce compliance with statutes, agency standards or contract agreements; resolve accounting and auditing problems; adapt accounting systems to computerized operations; express ideas, concepts and recommendations clearly and concisely, orally and in writing; establish and maintain effective working relationships with officials, board members, fellow employees and the general public.

Skill in: safe use and care of personal computer or network work station, including word processing, database and spreadsheet software programs.

Licenses and Certificates: Texas Class "C" Driver's license or equivalent license issued by another state.

Director of Personnel

Department Head

OFFICIAL